



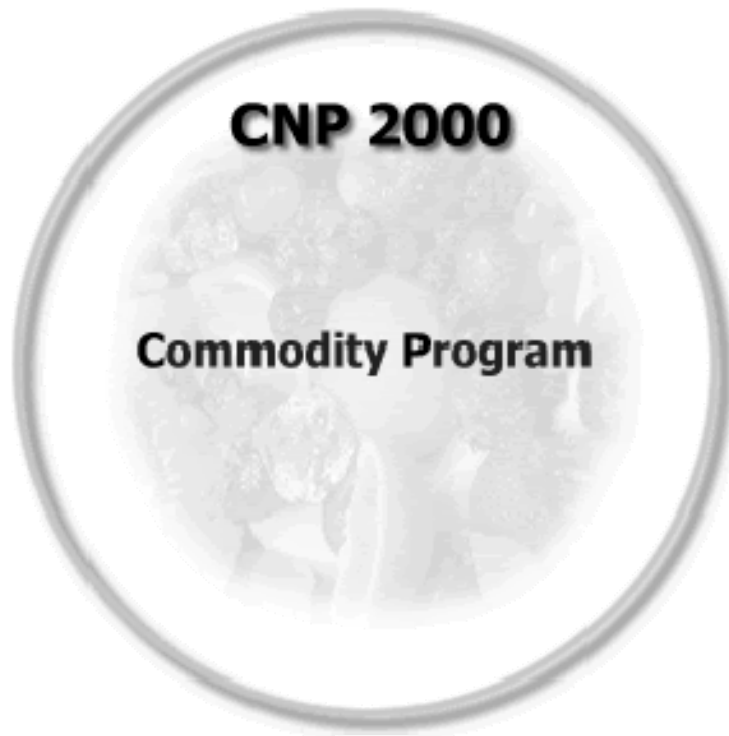
State of Arizona

**Department of Education**

**Tom Horne**

Superintendent of Public Instruction

# Food Distribution Internet Commodity Ordering



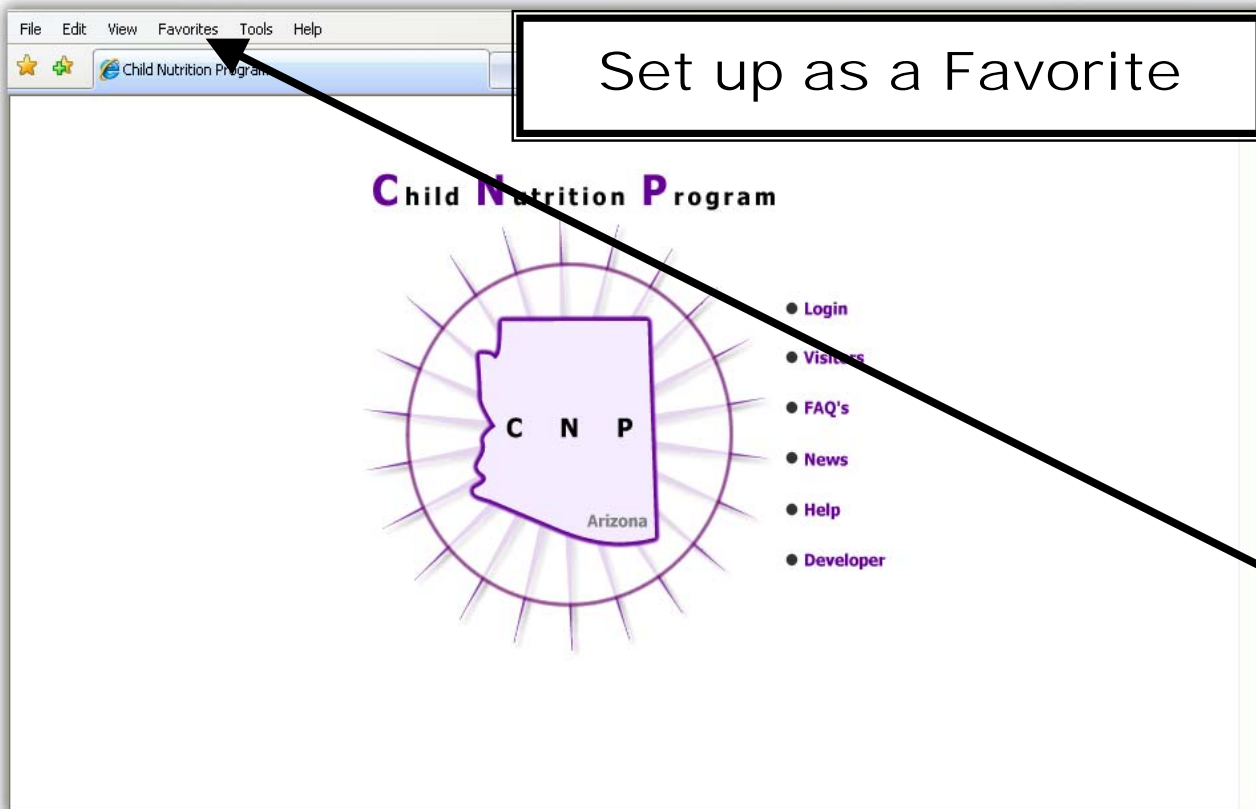
USER ID: \_\_\_\_\_

PASSWORD: \_\_\_\_\_

**[www.ade.az.gov/cnp2000](http://www.ade.az.gov/cnp2000)**

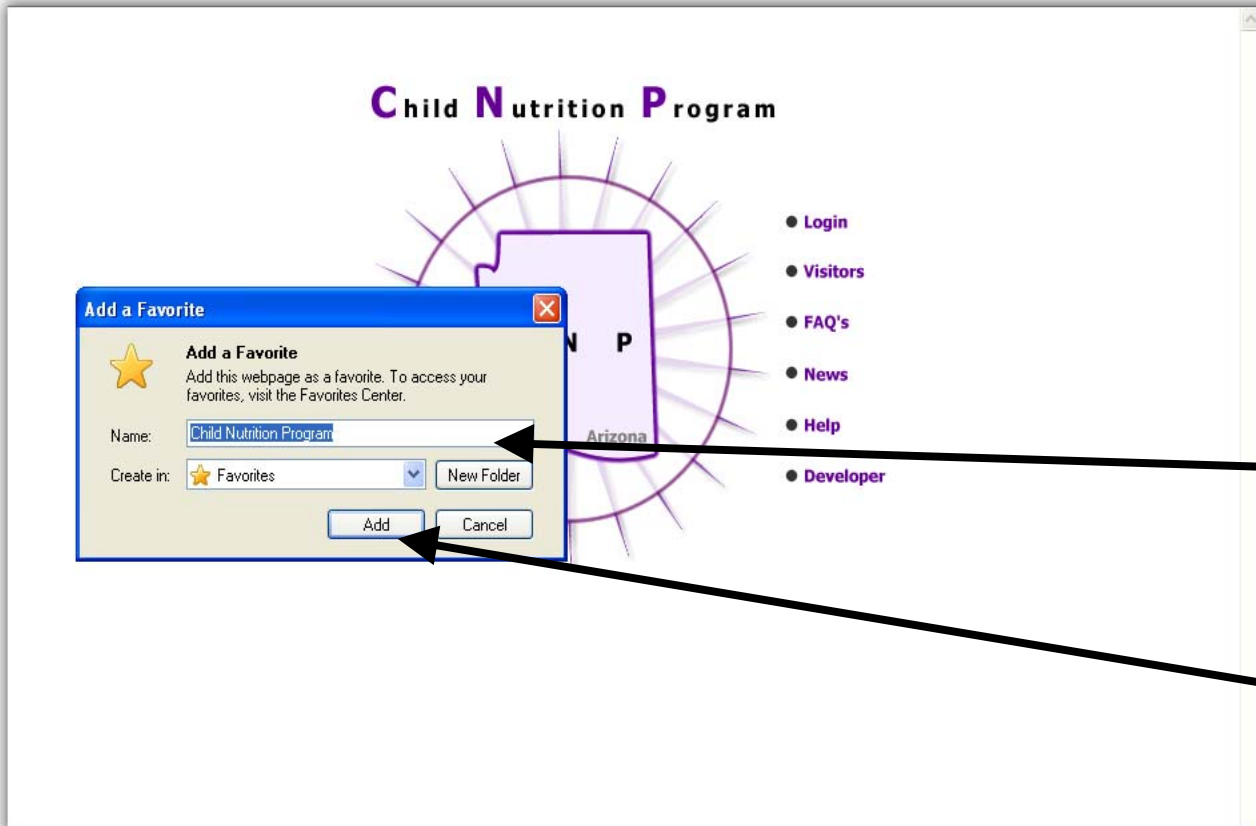
## Table of Contents

Set up CNP2000 as a Favorite .....	3
Set up your Internet Options .....	4-5
Entitlement.....	5
Entitlement Groups .....	6
Allocations – Managing our Inventory.....	7-8
Allocations – Four Types .....	9
How to Read the Allocation ID	
Notice of Arrival Examples .....	10
Planned Usage Notice of Arrival.....	11-12
Surplus Allocation.....	13
End Product Allocations .....	14
Refusals.....	14-17
Ordering Commodities .....	17-21
The Order Form .....	20-21
Checking an Order.....	22
Modifying an Order .....	23-25
Processing Catalog.....	25
Shipping Inquiry .....	26-27
Surveys.....	27-30
Sponsor Contracts .....	30-34
Sponsor Email .....	34-36
Reports	
Processing Confirmations.....	37
Shipping Reports.....	38-39
Help Pages .....	40
Contacts .....	41



**CLICK** on Favorites

**SELECT** *Add to Favorites*

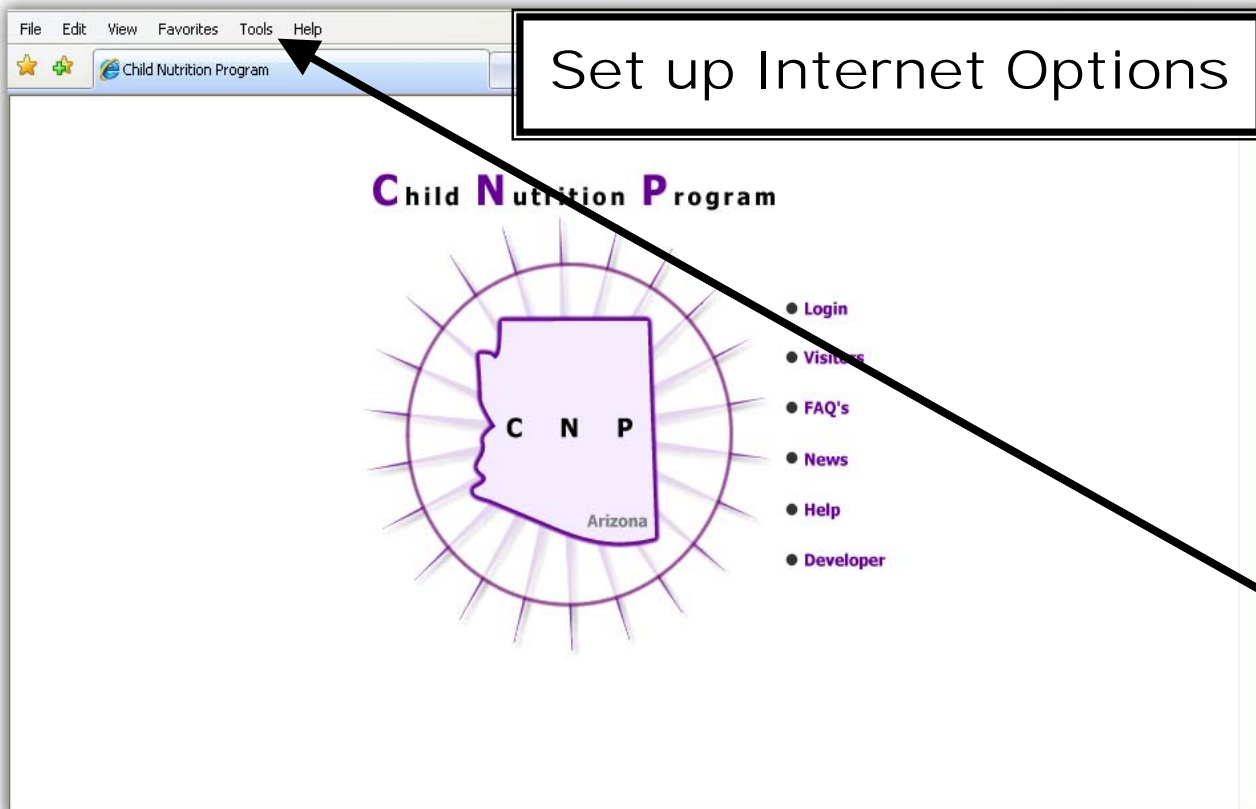


A new window will appear

**TYPE** a name for the website that you will remember

**CLICK** on Add

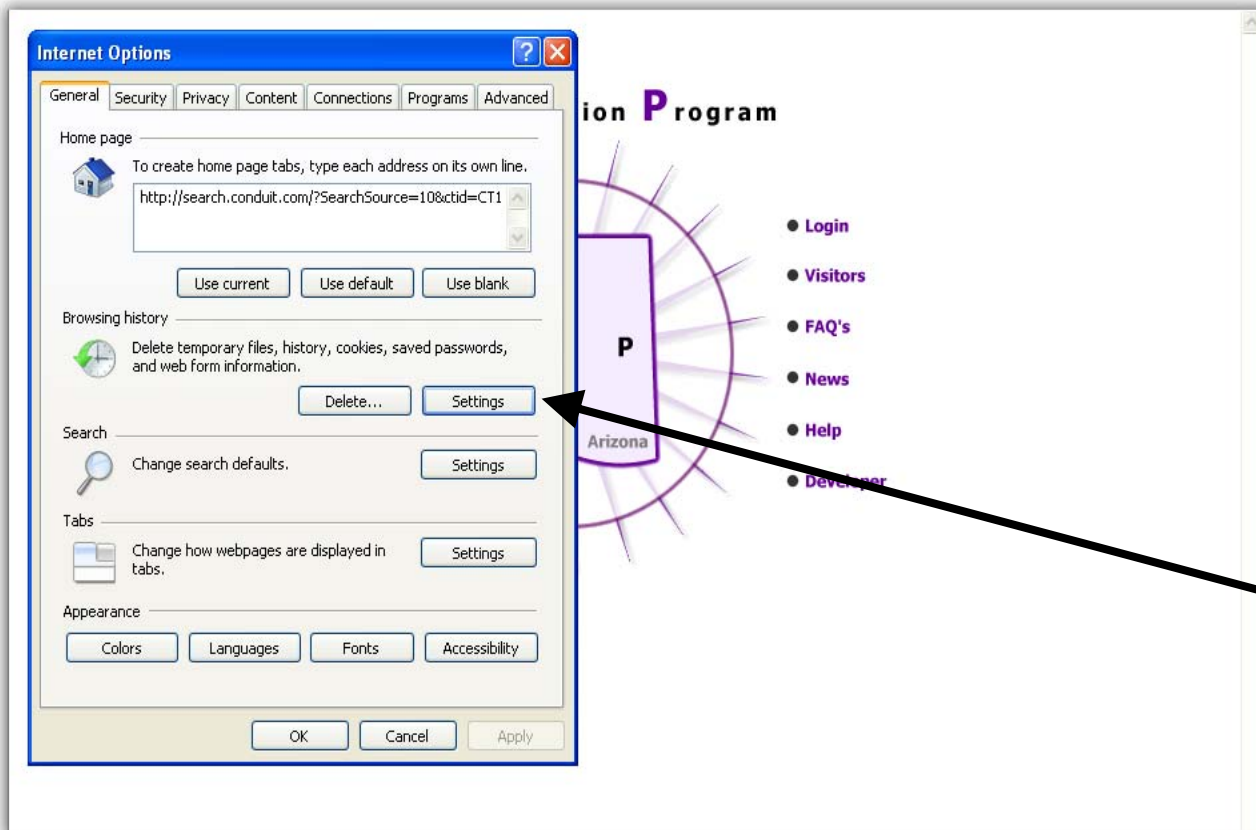
NOTES:



This is a one time procedure. Once completed, you will never have to do again. However, it should be completed for every computer that you use to order commodities.

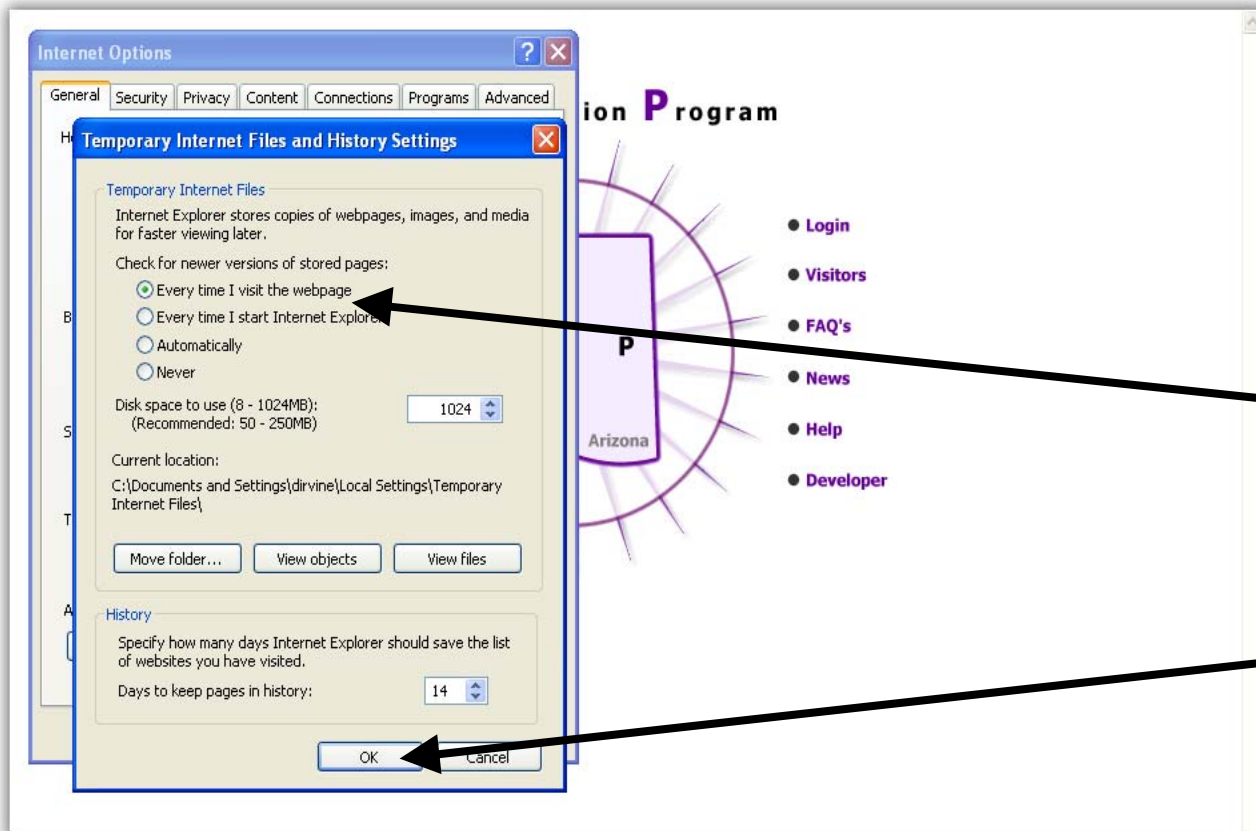
**CLICK** on Tools

**SELECT** *Internet Options*



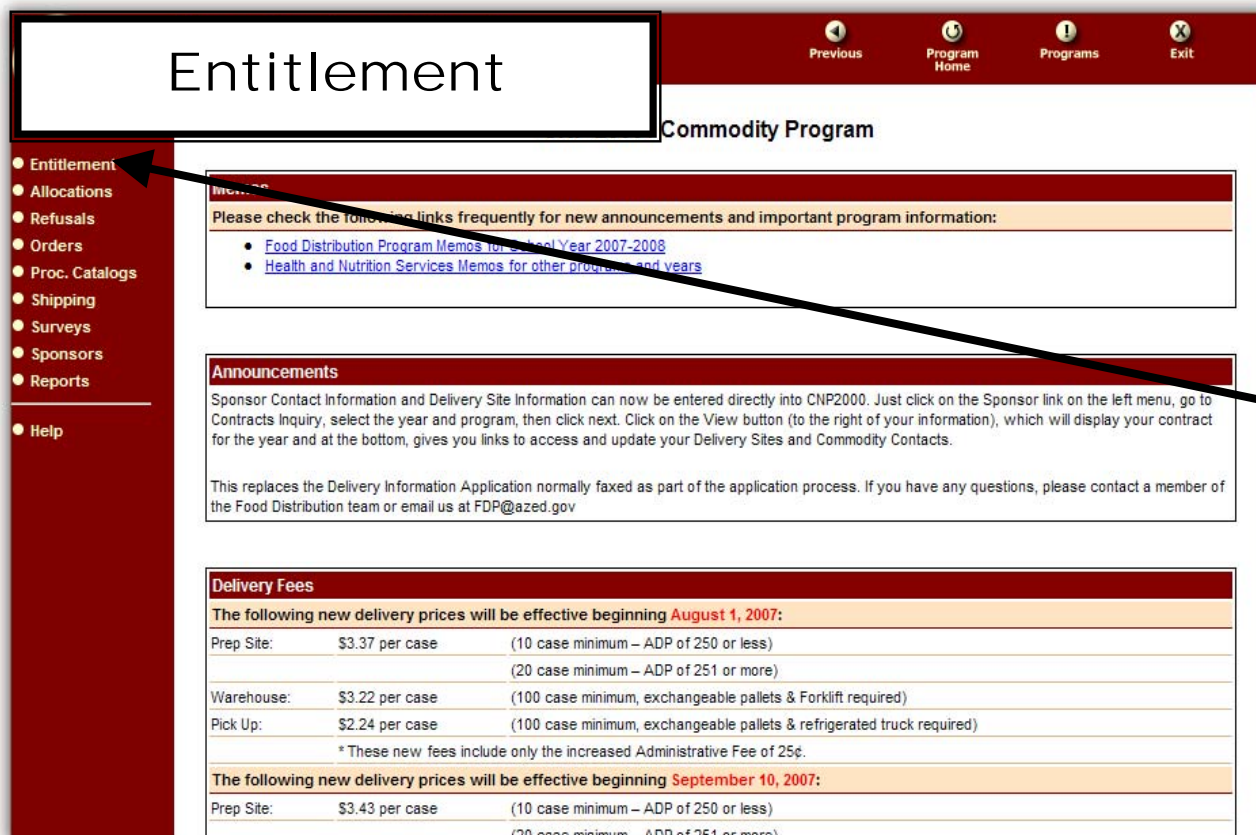
**CLICK** on Settings

NOTES:



**SELECT** Every visit to the page

**CLICK** on OK



**CLICK** on Entitlement

(Hint: Clicking on main menu items will bring up submenus)

NOTES:

**CNP 2000** Arizona Department of Education  
Commodity Programs

Previous Program Home Programs Exit

## Entitlement Inquiry

Help

Training Customer 001 (010201000)

Program / Year

Program NSL

Choose a Fiscal Year 2009

< Back Cancel Next >

The Submenu, "Sponsor Inquiry" appears

**CLICK** on Sponsor Inquiry

**SELECT** *Current School Year*

**CLICK** on Next  
(Hint: use the mouse, not enter key!)

**CNP 2000** Arizona Department of Education  
Commodity Programs

Previous Program Home Programs Exit

## Entitlement Inquiry

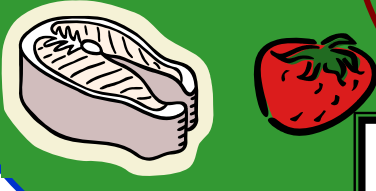
CTD# 010201000 Sponsor: Training Customer 001 Program: 2009 NSL

Entitlement				
Entitlement Group	Entitlement Distribution	Entitlement Used	Entitlement Remaining	
A	\$25,000.00	\$2,802.59	\$22,197.41	
B	\$25,000.00	\$6,028.58	\$18,971.42	
Total	\$50,000.00	\$8,831.17	\$41,168.83	

< Back


**"A" Group**

Fruits, Vegetables, Meats



**"B" Group**

Cheese, Flour, Oils Pasta, Grains



Entitlement Groups

You will see "Inquiry" screens throughout this program. These "Inquiry" screens show you real time information, but *do not* allow you to make any changes

Amount Currently Available

Amount spent so far

Beginning balance



# Allocations – Managing Your Inventory

- Entitlement
- **Allocations**
  - Inquiry
- Refusals
- Orders
- Proc. Catalogs
- Shipping
- Surveys
- Sponsors
- Reports
- Help

## Allocation Inquiry

Help

Training Customer 001 (010201000)

Program / Year	
Program	NSL
Choose a Fiscal Year	2009

< Back   Cancel   Next >

**CLICK** on Allocations

**CLICK** on Inquiry

This is where you manage your inventory

**SELECT** *Current School Year*

**CLICK** on Next



Arizona Department of Education  
Commodity Programs

Previous

Program Home

Programs

Exit

## Allocation Inquiry

CTD# 010201000   Sponsor: Training Customer 001   Program: 2009 NSL

Click on the column heading to sort by that column.

Allocation Id	Type	Date Allocated	Refuse	ty	Close Date	Qty Allocated	Qty Remaining
<a href="#">EPNK001</a>	P	7/28/2008	N/A		9/10/2008	5	<u>5</u>
<a href="#">NOAK003-AENT</a>		7/29/2008	8/12/2008		9/11/2008	18	<u>18</u>
<a href="#">NOAK004-BENT</a>	B	7/29/2008	8/12/2008		9/11/2008	3	<u>3</u>
<a href="#">NOAK005-AENT</a>	A	7/29/2008	8/12/2008		9/11/2008	18	<u>18</u>
<a href="#">NOAKPU-OCT01</a>	S	7/29/2008	N/A		10/31/2008	3	<u>3</u>
<a href="#">Req12385</a>	P	7/29/2008	N/A		8/7/2008	25	<u>25</u>

<Back

This is the Allocation-Inquiry Screen

Each Allocation ID represents a group of cases set aside for your school or district

Notice the underlined column headings, this allows you to sort a column

**CLICK** on Close Date

NOTES:



- Entitlement
- Allocations
  - Inquiry
- Refusals
- Orders
- Proc. Catalogs
- Shipping
- Surveys
- Sponsors
- Reports
- Help

## Allocation Inquiry

CTD# 010201000 Sponsor: Training Customer 001 Program: 2009 NSL

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<a href="#">NOAKPU-OCT01</a>	S	7/29/2008	N/A	10/31/2008	3	<a href="#">3</a>
<a href="#">NOAK003-AENT</a>	A	7/29/2008	8/12/2008	9/11/2008	18	<a href="#">18</a>
<a href="#">NOAK004-BENT</a>	B	7/29/2008	8/12/2008	9/11/2008	3	<a href="#">3</a>
<a href="#">NOAK005-AENT</a>	A	7/29/2008	8/12/2008	9/11/2008	18	<a href="#">18</a>
<a href="#">EPNK001</a>	P	7/28/2008	N/A	9/10/2008	5	<a href="#">5</a>
<a href="#">Req12385</a>	P	7/29/2008	N/A	8/7/2008	25	<a href="#">25</a>

<Back

Clicking on Close Date sorts inventory by Close Date. Notice how the "new" inventory is toward the top and the "old" inventory is toward the bottom

Why Sort By Close Date?  
Because Allocations with remaining inventory and the earliest close date **demand your attention!!!**



- Entitlement
- Allocations
  - Inquiry
- Refusals
- Orders
- Proc. Catalogs
- Shipping
- Surveys
- Sponsors
- Reports
- Help

## Allocation Inquiry

CTD# 010201000 Sponsor: Training Customer 001 Program: 2009 NSL

Click on the column heading to sort by that column.

Allocation Id	Type	Date Allocated	Refuse By	Close Date	Qty Allocated	Qty Remaining
<a href="#">NOAKPU-OCT01</a>	S	7/29/2008	N/A	10/31/2008	3	<a href="#">3</a>
<a href="#">NOAK003-AENT</a>	A	7/29/2008	8/12/2008	9/11/2008	18	<a href="#">18</a>
<a href="#">NOAK004-BENT</a>	B	7/29/2008	8/12/2008	9/11/2008	3	<a href="#">3</a>
<a href="#">NOAK005-AENT</a>	A	7/29/2008	8/12/2008	9/11/2008	18	<a href="#">18</a>
<a href="#">EPNK001</a>	P	7/28/2008	N/A	9/10/2008	5	<a href="#">5</a>
<a href="#">Req12385</a>	P	7/29/2008	N/A	8/7/2008	25	<a href="#">25</a>

<Back

Allocation Name

Type of Commodity

Date Allocation Posted to this table

What remains in the allocation after refusing or ordering

Total Cases Originally in Allocation

Order all cases by this date

Refuse cases by this date

NOTES:



# The Four Major Types of Allocations

An Allocation ID is a name of an allocation. It represents a group of cases (commodities) set aside for your school or district. Although many allocation names or ID's look similar, no two are exactly the same.

The four (4) major types are described below:

	Abbreviation	45 Day Close Date	Can be Refused?	Allocated By:*	Will "Draw Down" Entitlement**	Type
<b>Notice of Arrival</b>	NOAK...	Yes	Yes	Danielle	Yes	A or B
<b>Planned Usage Notice of Arrival</b>	NOAKPU...	Yes	No	Linda	Entitlement is drawn down at time the survey was submitted online	S
<b>Surplus</b>	Req...	<b>7 Day Close!</b>	No	Danielle	Yes	P
<b>End Product</b>	EPNK...	Yes	No	Dawn	Entitlement is drawn down for "A" and/or "B" commodities at time that survey was submitted	P

\*\* Bonus Commodities do not draw down from your entitlement.

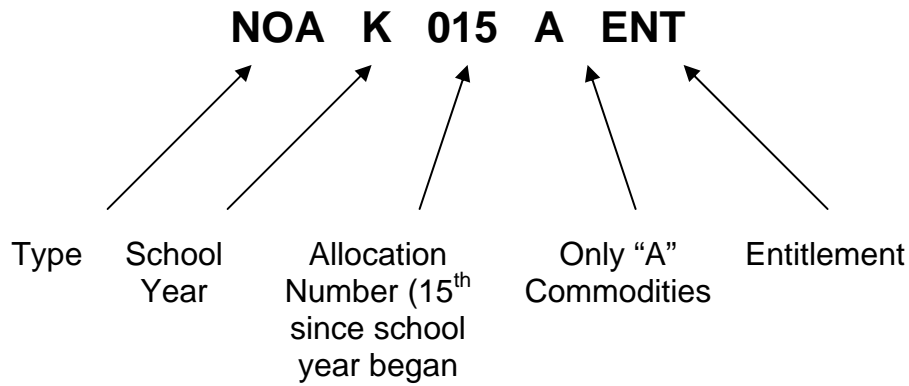
\* see also contact list

NOTES:

# How to Read the Allocation ID

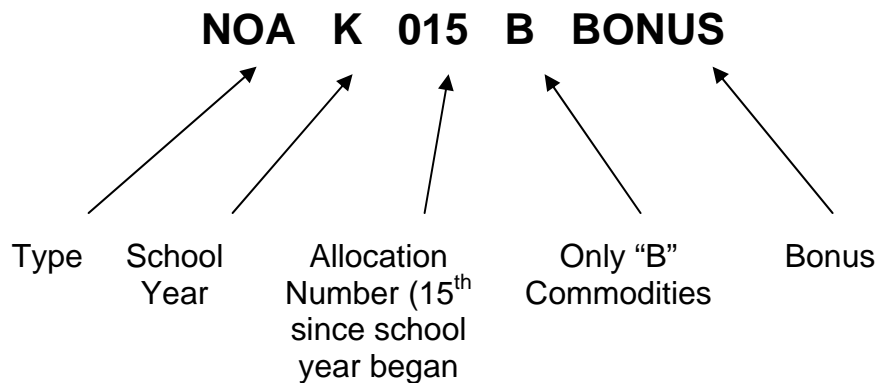
## Notice of Arrival Allocations

### Example One



**NOAK015-AENT**

### Example Two



**NOAK015-BBONUS**

# Planned Usage Allocations (Notice of Arrival)

## Survey Form

### Entitlement

<b>Survey#</b>	1045	<b>B Entitlement</b>	\$33,893.00
<b>Survey Date</b>	1/31/2004	<b>B Entitlement Used</b>	\$21,835.06
<b>Due Date</b>	2/16/2004	<b>Remaining B Entitlement</b>	\$12,057.94

### Special Instructions

This is your Planned Usage Survey that we will utilize in ordering shipments from USDA for distribution through our State-Contracted Warehouse for the School Year 2005(July 1, 2004 thru June 30, 2005). The entitlement listed on this survey is the TOTAL entitlement for your COMBINED Planned Usage Survey and your "B" commodities that you plan to divert for further processing on your Processing Survey. Check the website at [www.fns.usda.gov](http://www.fns.usda.gov) for information on products listed below.

Commodity	Processing Fee Per Case	Units		
<b>B028 - CHEESE CHEDD WHITE REDU FAT SHRED</b> Pack Size: 6/5# Est. USDA Value: \$37.03	\$0.00	Aug <input type="text"/>	Sep <input type="text"/>	Oct <input type="text"/>
		Nov <input type="text"/>	Dec <input type="text"/>	Jan <input type="text"/>
		Feb <input type="text"/>	Mar <input type="text"/>	Apr <input type="text"/>
<b>B031 - CHEESE CHEDD YELLOW SHRED</b> Pack Size: 6/5# Est. USDA Value: \$37.03		Aug <input type="text"/>	Sep <input type="text"/>	Oct <input type="text"/>
		Nov <input type="text"/>	Dec <input type="text"/>	Jan <input type="text"/>
		Feb <input type="text"/>	Mar <input type="text"/>	Apr <input type="text"/>

NOAFPU23-NOV04  
NOAFPU27-NOV05  
NOAFPU33-DEC02  
NOAFPU36-FEB01  
NOAFPU36-JAN01  
NOAFPU37-JAN02  
NOAFPU38-FEB02  
NOAFPU39-MAR01  
NOAFPU40-JAN03

CTD#:

Sponsor:

Alloc ID: NOAFPU39-MAR01

Program: NSL

Year: 2004

Allocation Date: 12/3/2003

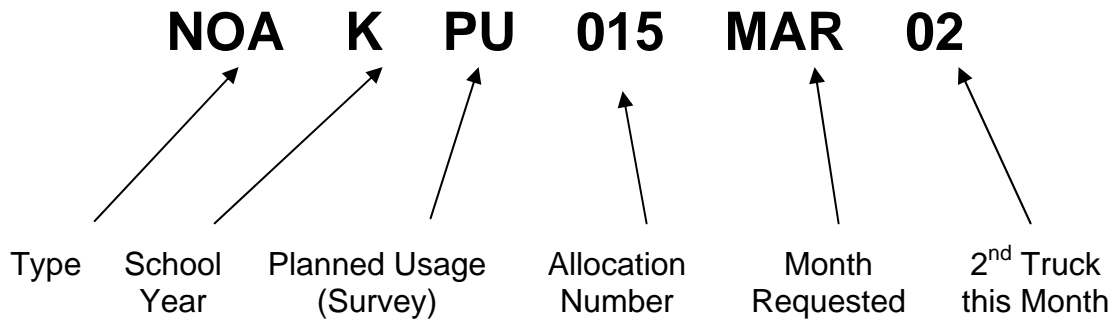
Refuse By: N/A

Close Date: 3/31/2004

Comm Code	Description	Pack Size	Alloc Qty	Case Value	Exte
<b>Entitlement Commodities</b>					
B031	CHEESE CHEDD YELLOW SHRED	6/5# LVS	2	\$44.23	\$88.46
B183	FLOUR ALL PURPOSE ENRCH BLCH	4/10# BAG	1	\$7.11	\$7.11
<b>SubTotal:</b>			3		\$95.57
<b>Total:</b>			3		\$95.57

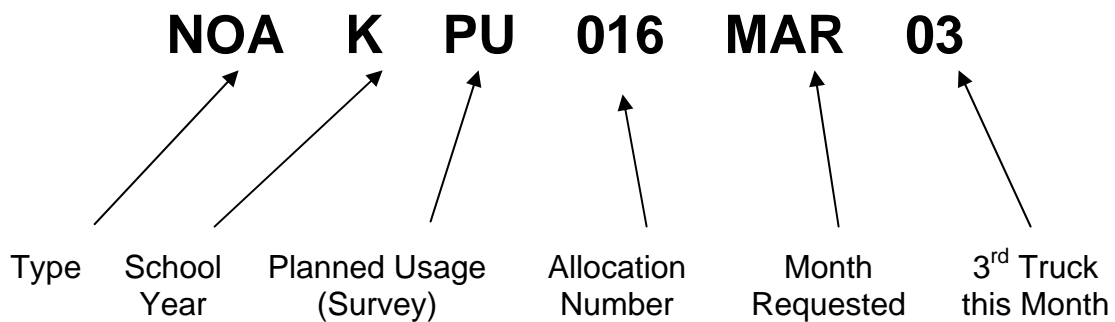
# Planned Usage Allocations

## Example One



**NOAKPU015-MAR02**

## Example Two




**NOAKPU016-MAR03**


# Surplus Allocations

When sponsors refuse commodities they are placed in a holding area called a “Surplus Request” or “Surplus List.” This surplus is made available to any sponsor who requests it. Call 602-542-8729 and one can be faxed to you. Return the fax and an allocation will be created for you that may contain some or all of the commodities you have requested.

**REQ 5776**



**Type**



**Number**

**REQ5776**

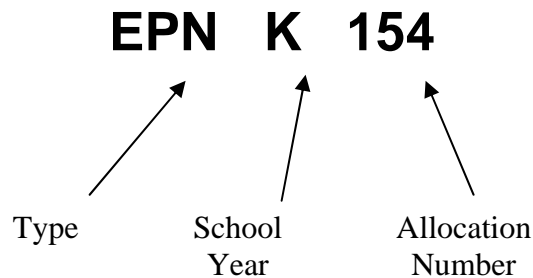
Example Surplus Request

Surplus Request							
<b>Entitlement</b>							
<b>A Entitlement</b>		\$3,722.00		<b>B Entitlement</b>		\$1,595.00	
<b>A Entitlement Used</b>		\$3,692.95		<b>B Entitlement Used</b>		\$1,010.41	
<b>A Remaining Entitlement</b>		\$29.05		<b>B Remaining Entitlement</b>		\$584.59	
Description	Pack Size	Comm Code	Group	Chrg Ent?	USDA Value	Surplus	Quantity
<b>Bonus Commodities</b>							
PEACHES CLINGSTONE SLC CND	6/#10 CAN	A408	A	<input type="button" value="No"/>	16.11	3	<input type="text"/>
PEACHES CLINGSTONE DICED CND	6/#10 CAN	A409	A	<input type="button" value="No"/>	15.75	1	<input type="text"/>
RAISINS	144/1.33 OZ	A504	A	<input type="button" value="No"/>	10.45	3339	<input type="text"/>
<b>Entitlement Commodities</b>							
BEANS REFRIED CANNED	6/#10 CAN	A085	A	<input type="button" value="Yes"/>	11.58	1	<input type="text"/>
CORN COB FRZ	96-EAR CS	A129	A	<input type="button" value="Yes"/>	13.65	3	<input type="text"/>
ORANGE JUICE CONC FRZ	12/32 OZ CAN	A301	A	<input type="button" value="Yes"/>	18.65	93	<input type="text"/>
<b>Totals</b>							
<b>A Entitlement:</b>		\$0.00		<b>B Entitlement:</b>		\$0.00	
<b>Cases:</b>						0	



# End Product Allocations

When a sponsor participates in processing, they will expect to receive End Product Allocations. They look like this:



**EPNK154**

Beef, chicken, pork, turkey, eggs, oil, flour, peanut butter, non-fat dry milk and fruit are commonly processed commodities.

Typically, a basic “A” or “B” commodity can be “diverted” (shipped) to a processing company (i.e. Tyson, Land O’lakes, etc.) where it is made into an “End” product like breaded chicken nuggets, grilled cheese sticks, beef patties, and so on. Those “end” products are then shipped to US Foodservice warehouse. At that point, an allocation, like the example above, is posted to your allocation inquiry screen. You then order out that product as usual.

For further questions about processing or end products, contact Leona Benally, Processing Specialist at 602-364-1965 or Dawn Irvine, Processing Specialist at 602-364-0714.

## Refusals

**\*\*\*You should always refuse commodities you know you will not use.\*\*\***

The Arizona Department of Education strongly recommends that you first “prepare” a refusal *before actually refusing* commodities. Properly refusing commodities will save you and your district or school considerable time and possibly money by avoiding excess storage fees.

Refusals should be completed in two (2) steps. First, “prepare” your refusal; then actually refuse the commodities.

### **Finding the Appropriate Allocation and Preparing Your Refusal:**

You need information from the allocation inquiry screen to prepare a refusal. Use the **Allocation ID column**. It contains the information you need.

# Step I: Prepare Your Refusal

**Allocation Inquiry**

CTD# 010201000 Sponsor: Training Customer 001 Program: 2009 NSL

Click on the column heading to sort by that column.

Allocation Id	Type	Date Allocated	Refuse By	Close Date	Qty Allocated	Qty Remaining
<a href="#">NOAKPU-OCT01</a>	S	7/29/2008	N/A	10/31/2008	3	<a href="#">3</a>
<a href="#">NOAK003-AENT</a>	A	7/29/2008	8/12/2008	9/11/2008	18	<a href="#">18</a>
<a href="#">NOAK004-BENT</a>	B	7/29/2008	8/12/2008	9/11/2008	3	<a href="#">3</a>
<a href="#">NOAK005-AENT</a>	A	7/29/2008	8/12/2008	9/11/2008	18	<a href="#">18</a>
<a href="#">EPNK001</a>	P	7/28/2008	N/A	9/10/2008	5	<a href="#">5</a>
<a href="#">Req12385</a>	P	7/29/2008	N/A	8/7/2008	25	<a href="#">25</a>

Back

Hotlinks to other web pages!

**CLICK** on Allocations

**CLICK** on Inquiry

**CLICK** on Close Date to Sort inventory

**FIND** the Allocation with the earliest "refuse by" date *that has cases in the "Qty Remaining" column*

**CLICK** on that *Allocation ID*

## Commodity Notice of Arrival

CTD#: 010201000  
Sponsor: Training Customer 001

Alloc ID: NOAK005-AENT  
Program: NSL  
Year: 2009

Allocation Date: 7/29/2008      Refuse By: 8/12/2008      Close Date: 9/11/2008

Comm Code	Description	Pack Size	Alloc Qty	Case Value	Extended
<b>Entitlement Commodities</b>					
A061	BEANS GREEN CANNED	6/#10 CAN	3	\$13.62	\$40.86
A100	CARROTS CND	6/#10 CAN	3	\$14.61	\$43.83
A129	CORN COB FRZ	96-EAR CS	3	\$16.18	\$48.54
A140	PEAS CANNED	6/#10 CAN	3	\$16.51	\$49.53
A174	POTATOES WEDGES FRZ	6/ 5# PKG	3	\$13.67	\$41.01
A695	BEEF, COOKED TACO FILLING	4/10 LB PKG/CTN	3	\$66.35	\$199.05
<b>SubTotal:</b>			18		\$422.82
<b>Total:</b>			18		\$422.82

Record the **Allocation ID**

... the **Commodity Code**

... and the **number of cases** of each commodity to refuse

NOTES:

Creating a worksheet like the one below is a helpful way to organize your information.

8/12/2008

<i>Allocation ID</i>	<i>Comm. Code</i>	<i>Quantity to refuse</i>
<i>NOAK005 -AENT</i>	<i>A100</i>	<i>1</i>
	<i>A129</i>	<i>1</i>

00/00/2008

<i>Allocation ID</i>	<i>Comm. Code</i>	<i>Quantity to refuse</i>

## Step II: Complete the Refusal

- Entitlement
- Allocations
- Refusals
- - Entry Form
- Orders
- Proc. Catalogs
- Shipping
- Surveys
- Sponsors
- Reports
- Help

### Refusal Form

CTD# 010201000    Sponsor: Training Customer 001    Program: NSL

Allocation Id

NOAK005-AENT

<Back
Next>

**CLICK** on Refusals

The Sub-menu "Entry Form" Appears

**CLICK** on Entry Form

**CLICK** on the drop-down box and hi-light the allocation ID name

**CLICK** on Next

NOTES:

**CNP 2000** Arizona Department of Education  
Commodity Programs

Previous Program Home Programs Exit

### Refusal Form

CTD# 010201000 Sponsor: Training Customer 001 Program: NSL

Refusal				
Refusal Date:	7/30/2008	Allocation Id:	NOAK005-AENT	
Description	Unit	Comm Code	Avail Qty	Refusal Qty
<b>Entitlement Commodities:</b>				
BEANS GREEN CANNED	6/#10 CAN	A061	3	<input type="text"/>
CARROTS CND	6/#10 CAN	A100	3	<input type="text"/>
CORN COB FRZ	96-EAR CS	A129	3	<input type="text"/>
PEAS CANNED	6/#10 CAN	A140	3	<input type="text"/>
POTATOES WEDGES FRZ	6/ 5# PKG	A174	3	<input type="text"/>
BEEF, COOKED TACO FILLING	4/10 LB PKG/CTN	A695	3	<input type="text"/>
Total Cases				0

SubmitRefusal <Back Refresh Cancel

**VERIFY** that you have the correct allocation

**CLICK** in each box and key the number of cases to refuse for each commodity code

**CLICK** on Refresh

**CLICK** on Submit Refusal

## Ordering Commodities

Previous Program Home Programs Exit

### Allocation Inquiry

Help

Training Customer 001 (010201000)

Program / Year	
Program	NSL
Choose a Fiscal Year	2009

< Back Cancel Next >

**CLICK** on Allocations

**CLICK** on Inquiry

This screen opens

Choose NSL (if given a choice) and the Current School Year

**CLICK** on Next

NOTES:



- Entitlement
- Allocations
  - Inquiry
- Refusals
- Orders
- Proc. Catalogs
- Shipping
- Surveys
- Sponsors
- Reports
- Help

## Allocation Inquiry

CTD# 010201000 Sponsor: Training Customer 001 Program: 2009 NSL

Click on the column heading to sort by that column.

Allocation Id	Type	Date Allocated	Refuse By	Close Date	Qty Allocated	Qty Remaining
<a href="#">NOAKPU-OCT01</a>	S	7/29/2008	N/A	10/31/2008	3	<a href="#">3</a>
<a href="#">NOAK003-AENT</a>	A	7/29/2008	8/12/2008	9/11/2008	18	<a href="#">18</a>
<a href="#">NOAK004-BENT</a>	B	7/29/2008	8/12/2008	9/11/2008	3	<a href="#">3</a>
<a href="#">NOAK005-AENT</a>	A	7/29/2008	8/12/2008	9/11/2008	18	<a href="#">18</a>
<a href="#">EPNK001</a>	P	7/28/2008	N/A	9/10/2008	5	<a href="#">5</a>
<a href="#">Req12385</a>	P	7/29/2008	N/A	8/7/2008	25	<a href="#">25</a>

<Back

**CLICK** on  
Close Date

Reminder:  
This sorts your inventory by placing the newest allocations (an allocation received yesterday) at the top and the oldest (an allocation received three weeks ago) at the bottom



- Entitlement
- Allocations
  - Inquiry
- Refusals
- Orders
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- Reports
- Help

## Allocation Inquiry

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Allocation Id	Type	Date Allocated	Refuse By	Close Date	Qty Allocated	Qty Remaining
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<a href="#">NOAK004-BENT</a>	B	7/29/2008	8/12/2008	9/11/2008	3	<a href="#">3</a>
<a href="#">NOAK005-AENT</a>	A	7/29/2008	8/12/2008	9/11/2008	18	<a href="#">18</a>
<a href="#">EPNK001</a>	P	7/28/2008	N/A	9/10/2008	5	<a href="#">5</a>
<a href="#">Req12385</a>	P	7/29/2008	N/A	8/7/2008	25	<a href="#">25</a>

<Back

**CLICK** on the  
oldest  
allocation with  
inventory  
remaining (the  
one you have  
had the  
longest)  
**QTY REMAINING**  
Hot Link

NOTES:





## Allocation Inquiry

CTD# 010201000 Sponsor: Training Customer 001 Program: 2009 NSL

Allocation				
Allocation Id	Req12385	Date Allocated	7/29/2008	
Allocation Type	Special Allocation	Refuse By	N/A	
		Close Date	8/7/2008	
Comm Code	Description	Pack Size	Qty Allocated	Qty Remaining
A100	CARROTS CND	6/#10 CAN	5	5
A129	CORN COB FRZ	96-EAR CS	5	5
A174	POTATOES WEDGES FRZ	6/ 5# PKG	5	5
A515	CHICKEN CUT-UP FRZ	40 LB CTN	5	5
A632	HAMS BONELESS PICNIC	1/60# CTN	5	5
Total Quantities			25	25

<Back

This screen tells you exactly what is remaining in this particular allocation

**DECIDE** what you need to order

Note: If the close date is "fast approaching" you may want to order everything from this allocation!



## Order Form

Help

Training Customer 001 (010201000)

Program / Year
Program NSL

< Back Cancel Next >

**CLICK** on Orders

**CLICK** on Entry Form

Choose NSL and the Current School Year (if given the choice)

**CLICK** on Next

NOTES:



## Order Form

CTD# 010201000 Sponsor: Training Customer 001 Program: NSL

Select the Order# to modify and existing order or create a "New Order".

Order#	Order Date	Delivery Site	Delivery Date
<a href="#">55811</a>	5/12/2008	Training Site	5/22/2008

<Back New Order>

**CLICK** on New Order

- Entitlement
- Allocations
- Refusals
- Orders
  - Entry Form
  - Inquiry
- Proc. Catalogs
- Shipping
- Surveys
- Sponsors
- Reports
- Help



## Order Form

CTD# 010201000 Sponsor: Training Customer 001 Program: NSL Program Year: 2009

Delivery Location				
Order#	New Order	Delivery Date	Thursday, August 07, 2008	
Site Name	Training Site	Delivery Type	Prep Site	
Delivery Address	Training Site St.	Contact	lam Contact	
City, ST, Zip	Anywhere, AZ 85000	Phone	(602)111-1111 Ext. 456	
Description	Pack Size	Comm Code	Available	Order Qty
BEANS GREEN CANNED	6/#10 CAN	A061	6	<input type="text"/>
BEANS REFRIED CANNED	6/#10 CAN	A085	1	<input type="text"/>
CARROTS CND	6/#10 CAN	A100	11	<input type="text"/>
CORN COB FRZ	96-EAR CS	A129	11	<input type="text"/>
PEAS CANNED	6/#10 CAN	A140	6	<input type="text"/>
POTATOES WEDGES FRZ	6/ 5# PKG	A174	11	<input type="text"/>
SPAGHETTI SAUCE MEATLESS CND	6/#10 CAN	A243	1	<input type="text"/>
MIXED FRUIT CANNED	6/#10 CAN	A470	3	<input type="text"/>
CHICKEN CUT-UP FRZ	40 LB CTN	A515	5	<input type="text"/>
CHIX BRD 7 PC	30 LB CTN	A526	2	<input type="text"/>

**The Order Form**

**CHOOSE** a *delivery date* (one of three choices)

**CLICK** in each box and key the number of cases of each commodity you want to order

**SCROLL** to the End of the Page

NOTES:

POTATOES WEDGES FRZ	6/ 5# PKG	A174	11	
SPAGHETTI SAUCE MEATLESS CND	6/#10 CAN	A243	1	
MIXED FRUIT CANNED	6/#10 CAN	A470	3	
CHICKEN CUT-UP FRZ	40 LB CTN	A515	5	
CHIX BRD 7 PC	30 LB CTN	A526	2	
CHICKEN PATTIES, BURGER-STYLE FRZ	30#	A528	1	
BEEF PATTIES FRZ 95% LEAN	40 LB CTN	A580	4	
HAMS BONELESS PICNIC	1/60# CTN	A632	5	
BEEF, COOKED TACO FILLING	4/10 LB PKG/CTN	A695	6	
CHEESE CHEDD YELLOW SHRED	6/5#	B031	3	
CHEESE MOZZ LMPS SHREDDED FRZ	1/30#	B037	3	
CHEESE MOZZ LMPS UNFRZ (PROCSSING)	1/48# (AVG)	B077	3	
FLOUR ALL PURPOSE ENRCH BLCH	4/10# BAG	B182	1	
WHOLE GRAIN SPAGHETTI	20 LB. CTN	B636	1	
SPAGHETTI ENRICHED	1/20# CTN	B840	1	
FC BREADED CHICKEN PATTY	186/2.6OZ	T4173	5	
TOTAL CASES			0	

Submit Order

<Back

Refresh

Cancel

**CLICK on**  
**refresh**

(you may have  
to scroll to the  
bottom again)

**CLICK on**  
**Submit Order**



Arizona Department of Education  
Commodity Programs

Previous

Program  
Home

Programs

Exit

# Thank You

Your Order, Number 55814, will be delivered on 8/7/2008

- Entitlement
- Allocations
- Refusals
- Orders
  - Entry Form
  - Inquiry
- Proc. Catalogs
- Shipping
- Surveys
- Sponsors
- Reports
- Help

You are  
assigned an  
*order number*  
and *delivery*  
*date*  
confirmation

NOTES:

# Checking Your Order

## Order Inquiry

- Entitlement
- Allocations
- Refusals
- Orders
  - Entry Form
  - Inquiry
- Proc. Catalogs
- Shipping
- Surveys
- Sponsors
- Reports
- Help

CTD# 010201000 Sponsor: Training Customer 001 Program: NSL

**Delivery Site**  
 Choose a Delivery Site or "All" All Delivery Sites

**Order Status**  
 Display ☒ All Orders ☐ Open Orders Only ☐ Closed Orders Only

**Order Entry Dates**  
 Display all orders entered after:  Enter one or both dates or leave "None" for all orders.  
 Display all orders entered before:

<Back Next>

**Checking on Your Order**

**CLICK** on Orders

**CLICK** on Inquiry Form

This intro screen that allows you to define your search if you would like

Change/keep the search parameters

**CLICK** on Next



Arizona Department of Education  
Commodity Programs

Previous Program Home Programs Exit

## Order Inquiry

CTD# 010201000 Sponsor: Training Customer 001 Program: NSL

Click on the column heading to sort by that column.

Order#	Delivery Site	Order Date	Delivery Date	Entered By	Status
<a href="#">55814</a>	Training Site	7/30/2008	8/7/2008	user train01	Open
<a href="#">55811</a>	Training Site	5/12/2008	5/22/2008		Open
<a href="#">55763</a>	Training Site	4/30/2008	5/8/2008		Processed
<a href="#">55281</a>	Training Site	4/2/2008	4/9/2008		Shipped
<a href="#">54328</a>	Training Site	2/25/2008	3/12/2008		Shipped
<a href="#">53461</a>	Training Site	1/24/2008	2/13/2008		Shipped
<a href="#">52638</a>	Training Site	12/19/2007	1/10/2008		Shipped
<a href="#">52223</a>	Training Site	11/29/2007	12/12/2007		Shipped
<a href="#">51670</a>	Training Site	11/6/2007	11/28/2007		Shipped
<a href="#">50461</a>	Training Site	9/26/2007	10/10/2007		Invoiced
<a href="#">49480</a>	Training Site	8/20/2007	8/22/2007		Invoiced
<a href="#">49157</a>	Training Site	5/15/2007	5/16/2007		Invoiced
<a href="#">49041</a>	Training Site	5/7/2007	5/16/2007		Invoiced
<a href="#">48061</a>	Training Site	3/16/2007	4/2/2007		Invoiced
<a href="#">48060</a>	Training Site	3/16/2007	4/2/2007		Invoiced
<a href="#">47349</a>	Training Site	2/13/2007	2/26/2007		Deleted Order
<a href="#">47348</a>	Training Site	2/13/2007	2/26/2007		Invoiced
<a href="#">45954</a>	Training Site	12/13/2006	1/8/2007		Invoiced
<a href="#">45210</a>	Training Site	11/15/2006	11/27/2006		Invoiced

**FIND** your order number

(You may have to scroll down to find it)

**CLICK** On your *order number* (the blue hot link)

NOTES:



# Modify Your Order

- Entitlement
- Allocations
- Refusals
- Orders
  - Entry Form
  - Inquiry
- Proc. Catalogs
- Shipping
- Surveys
- Sponsors
- Reports
- Help

Deliver To: Training Site  
Training Site St.  
Anywhere, AZ 85000

Date Entered: 7/30/2008

Process Date: None

Entered by: user train01

Order#: 55814  
Order Status: Open  
Delivery Date: 8/7/2008

Comm Code	Description	Order Qty	Ship Qty	Delivery Fee
A061	BEANS GREEN CANNED	1	0	\$3.43
A100	CARROTS CND	1	0	\$3.43
A120	CORN COR FEDZ	1	0	\$3.43
		1	0	\$3.43
		1	0	\$3.43
		6	0	\$20.58

## Recommendation:

This "paper receipt" should be in the hands of the individual who is receiving commodities for the site in order to verify what is actually coming off the truck and what is supposed to come off the truck!

**NOTE:** If your order is final, print this page to get a "paper receipt" of your order

If not...

Order Status must be **Open** to make any changes

To MODIFY your order **CLICK** on Entry Form



Arizona Department of Education  
Commodity Programs

- Entitlement
- Allocations
- Refusals
- Orders
  - Entry Form
  - Inquiry
- Proc. Catalogs
- Shipping
- Surveys
- Sponsors
- Reports
- Help

## Order Form

Help

Training Customer 001 (010201000)

Program / Year	
Program	NSL

< Back Cancel Next >

Another Intro Screen

**CLICK** on Next

NOTES:





## Order Form

CTD# 010201000 Sponsor: Training Customer 001 Program: NSL

Select the Order# to modify and existing order or create a "New Order".

Order#	Order Date	Delivery Site	Delivery Date
<a href="#">55811</a>	5/12/2008	Training Site	5/22/2008
<a href="#">55814</a>	7/28/2008	Training Site	8/7/2008

<Back

New Order>

This screen will allow you to re-open your entry form

To find your entry form, locate your order number and **CLICK** on the blue hot link



## Order Form

CTD# 010201000 Sponsor: Training Customer 001 Program: NSL Program Year: 2009

### Delivery Location

Order#	55814	Delivery Date	Thursday, August 07, 2008
Site Name	Training Site	Delivery Type	Prep Site
Delivery Address	Training Site St.	Contact	Iam Contact
City, ST, Zip	Anywhere, AZ 85000	Phone	(602)111-1111 Ext. 456

Description	Pack Size	Comm Code	Available	Order Qty
BEANS GREEN CANNED	6/#10 CAN	A061	6	1
BEANS REFRIED CANNED	6/#10 CAN	A085	1	
CARROTS CND	6/#10 CAN	A100	11	1
CORN COB FRZ	96-EAR CS	A129	11	1
PEAS CANNED	6/#10 CAN	A140	6	1
POTATOES WEDGES FRZ	6/ 5# PKG	A174	11	1
SPAGHETTI SAUCE MEATLESS CND	6/#10 CAN	A243	1	
MIXED FRUIT CANNED	6/#10 CAN	A470	3	
CHICKEN CUT-UP FRZ	40 LB CTN	A515	5	
CHIX BBD 7 PC	30 LB CTN	A526	2	

Make any changes (delivery date, quantity ordered, etc.)

Scroll to the end of the page if necessary

**CLICK** on Refresh

**CLICK** on Submit Order (bottom of the form)

NOTES:



- Entitlement
- Allocations
- Refusals
- Orders
  - Entry Form
  - Inquiry
- Proc. Catalogs
- Shipping
- Surveys
- Sponsors
- Reports
- Help

## Thank You

Your Order, Number 55814, will be delivered on 8/21/2008

Your order number will remain the same

Your delivery date will reflect any change you may have made

## Processing Catalog

- Entitlement
- Allocations
- Refusals
- Orders
- Proc. Catalogs
  - Catalog List
- Shipping
- Surveys
- Sponsors
- Reports
- Help

### Processor Catalog Viewer

Help

#### Catalog Filters

Program Year: 2009

< Back

#### Processor Catalogs for Program Year 2009

Processor Catalog Title	Description	File Version	File Date	File Size
<a href="#">2009 Processing Catalog Overview</a>	Information about the catalog, tips for processing and a list of commodities processed.	1.1	1/15/2008	208,029 bytes
<a href="#">Advance_Catalog_SY09</a>	Advance_Catalog_SY09	1.0	1/4/2008	245,552 bytes
<a href="#">Ardella's_Catalog_SY09</a>	Ardella's_Catalog_SY09	1.0	1/18/2008	222,021 bytes
<a href="#">Bosco's_Catalog_SY09</a>	Bosco's_Catalog_SY09	1.0	1/4/2008	143,903 bytes
<a href="#">CafeFavorites_Catalog_SY09</a>	CafeFavorites_Catalog_SY09	1.0	1/4/2008	256,959 bytes
<a href="#">Cargill Kitchen Catalog_SY09</a>	Cargill Kitchen Solutions Catalog SY09 (used to be Sunny Fresh)	1.0	1/4/2008	139,423 bytes
<a href="#">ComfortCreek_Catalog_SY09</a>	ComfortCreek_Catalog_SY09 (used to be Crider)	1.0	1/4/2008	95,672 bytes
<a href="#">ConAgra_Catalog_SY09</a>	ConAgra_Catalog_SY09	1.0	1/4/2008	274,357 bytes
<a href="#">ConAgra_Lamb&amp;Weston_Catalog_SY09</a>	ConAgra_Lamb Weston_Catalog_SY09	1.0	1/4/2008	175,120 bytes
<a href="#">Don_Lee_Catalog_SY09</a>	Don_Lee_Catalog_SY09	1.0	1/14/2008	421,287 bytes
<a href="#">EastSideEntrees_Catalog_SY09</a>	EastSideEntrees_Catalog SY09	1.0	1/7/2008	316,116 bytes

Processors are listed alphabetically. Also, the overview, which will help determine which processors process what commodities.

**SELECT**  
current school year

**CLICK** on the Processor name (blue hyperlink) for details

NOTES:

**Shipping Inquiry**

Training Customer 001 (010201000)

Program / Year	
Program	NSL
Choose a Fiscal Year	2009

< Back   Cancel   Next >

**CLICK** on Shipping

**CLICK** on Shipping Inquiry

Shipping Inquiry gives you an ordering history sorted by order number

**SELECT** *Current School Year*

**CLICK** on Next

**Shipping Inquiry**

CTD# 010201000   Sponsor: Training Customer 001   Program: NSL

Delivery Site	
Choose a Delivery Site or "All"	All Delivery Sites

Shipment Entry Dates	
Display all Shipments entered after:	None
Display all Shipments entered before:	None

Enter one or both dates or leave "None" for all Shipments.

< Back   Next

You will see this intro screen that allows you to define your search if you would like

Change/keep the search parameters

**CLICK** on Next

NOTES:





## Shipping Inquiry

CTD# 010201000 Sponsor: Training Customer 001 FY: NSL Program: NSL Ship Date: None

Click on the column heading to sort by that column.

Order#	Commodity Code	Commodity Description	Order Type	Units/Qty	Ship Date
1220	A079	BEANS PINTO CND	Shipment	1	9/28/1999
1220	A110	CORN LQD 10	Shipment	1	9/28/1999
1220	A116	CORN VAC 6/10	Shipment	1	9/28/1999
1220	A130	CORN FRZ	Shipment	2	9/28/1999
1220	A174	POTATOES WEDGES	Shipment	8	9/28/1999
1220	A204	ROUNDS	Shipment	2	9/28/1999
1220	A301	ORANGE J FRZ CONC	Shipment	1	9/28/1999
1220	A345	APPLE SLICES	Shipment	1	9/28/1999
1220	A350	APPLESAUCE 10	Shipment	1	9/28/1999
1220	A363	CHERRIES RED 10	Shipment	1	9/28/1999
1220	A365	CHERRIES FRZ	Shipment	4	9/28/1999
1220	A424	PEACHES FRZ 20	Shipment	1	9/28/1999
1220	A433	PEARS SL	Shipment	5	9/28/1999
1220	A434	PEARS DICE	Shipment	5	9/28/1999
1220	A515	CHIX CUT UP	Shipment	3	9/28/1999
1220	A537	TURKEY ROASTS	Shipment	1	9/28/1999
1220	A539	TURKEY ROAST WHITE	Shipment	1	9/28/1999
1220	A548	TURKEY HAMS	Shipment	3	9/28/1999
1220	A577	BFFF 36	Shipment	11	9/28/1999

The shipping screen allows you to look at shipping history for a particular delivery location

Note: You may view shipping history under the 'Sponsors' button as well, but this screen allows you to look at individual delivery sites as apposed to the sponsor as a whole.

## Surveys

### Survey Form Selection

Help

Training Customer 001 (010201000)

Program / Year	
Program	NSL
Choose a Fiscal Year	2009

< Back Cancel Next >

Surveys tell ADE what commodities you will want to order for the next school year

**CLICK** on Surveys

**CLICK** on Entry Form

**CHOOSE** the **NEXT SCHOOL YEAR** from the drop down menu

**CLICK** on Next

NOTES:



- Entitlement
- Allocations
- Refusals
- Orders
- Proc. Catalogs
- Shipping
- Surveys
- Entry Form
- Sponsors
- Reports
- Help

## NSL Survey Form Selection for 2009

Help

Training Customer 001 (010201000)

Click on the Survey Number that you wish to View or Edit.

NOTES: You may view surveys at any time.  
You may edit surveys when they are NOT CLOSED.  
Surveys are closed when the due date has passed OR the status is "Closed".

Surveys						
Number	Program Year	Title	Type	Open Date	Due Date	Status
<a href="#">1078</a>	2009	Non-Cheese Survey	Processing Survey	7/28/2008	4/1/2009	Open
<a href="#">1077</a>	2009	Cheese Survey	Processing Survey	7/28/2008	4/1/2009	Open
<a href="#">1076</a>	2009	Planned Usage Survey	"B" Commodity Survey	7/28/2008	4/1/2009	Open

< Back

Each year's surveys are stored and you may view them at anytime.

**CLICK** on the survey number you would like to complete

## Planned Usage Survey

- Entitlement
- Allocations
- Refusals
- Orders
- Proc. Catalogs
- Shipping
- Surveys
- Entry Form
- Sponsors
- Reports
- Help

### Survey Form

CTD# 010201000 Program: NSL Year: 2009  
Sponsor: Training Customer 001

Entitlement			
Survey#	1076	B Entitlement	\$25,000.00
Survey Date	7/28/2008	B Entitlement Used	\$6,028.58
Due Date	4/1/2009	Remaining B Entitlement	\$18,971.42
Special Instructions			
Planned Usage Survey			
Commodity	Processing Fee Per Case	Units	
B183 - FLOUR ALL PURPOSE ENRCH BLCH Pack Size: 4/10# BAG Est. USDA Value: \$9.91	\$0.00	Aug	Sep <input type="text"/>
		Nov <input type="text"/>	Dec <input type="text"/>
		Feb <input type="text"/>	Mar <input type="text"/>
B368 - FLOUR MIX LOWFAT-BISCUIT BAKERY MIX Pack Size: 6/5 # BAGS Est. USDA Value: \$19.33	\$0.00	Aug	Sep <input type="text"/>
		Nov <input type="text"/>	Dec <input type="text"/>
		Feb <input type="text"/>	Mar <input type="text"/>
B428 - Whole Grain Rotini 20 Pack Size: 20 lb. carton	\$0.00	Aug	Sep <input type="text"/>
		Nov <input type="text"/>	Dec <input type="text"/>

**KEY** in the number of cases you are requesting for each month

Usually, you will receive all that you have requested, but it is NOT A GUARANTEE!

**SCROLL** to the end of the page

NOTES:

<b>B505 - RICE MILLED LONG GRAIN</b> Pack Size: 1/25# BAG Est. USDA Value: \$5.34	\$0.00	Aug <input type="text"/> Sep <input type="text"/> Oct <input type="text"/> Nov <input type="text"/> Dec <input type="text"/> Jan <input type="text"/> Feb <input type="text"/> Mar <input type="text"/> Apr <input type="text"/>
<b>B545 - BROWN RICE</b> Pack Size: 1/25# Est. USDA Value: \$5.13	\$0.00	Aug <input type="text"/> Sep <input type="text"/> Oct <input type="text"/> Nov <input type="text"/> Dec <input type="text"/> Jan <input type="text"/> Feb <input type="text"/> Mar <input type="text"/> Apr <input type="text"/>
<b>B670 - OIL VEGETABLE</b> Pack Size: 6/1 GAL Est. USDA Value: \$25.81	\$0.00	Aug <input type="text"/> Sep <input type="text"/> Oct <input type="text"/> Nov <input type="text"/> Dec <input type="text"/> Jan <input type="text"/> Feb <input type="text"/> Mar <input type="text"/> Apr <input type="text"/>
<b>B836 - WHOLE GRAIN SPAGHETTI</b> Pack Size: 20 LB. CTN Est. USDA Value: \$8.79	\$0.00	Aug <input type="text"/> Sep <input type="text"/> Oct <input type="text"/> Nov <input type="text"/> Dec <input type="text"/> Jan <input type="text"/> Feb <input type="text"/> Mar <input type="text"/> Apr <input type="text"/>
<b>B840 - SPAGHETTI ENRICHED</b> Pack Size: 1/20# CTN Est. USDA Value: \$6.91	\$0.00	Aug <input type="text"/> Sep <input type="text"/> Oct <input type="text"/> Nov <input type="text"/> Dec <input type="text"/> Jan <input type="text"/> Feb <input type="text"/> Mar <input type="text"/> Apr <input type="text"/>
<b>Totals</b>		
Entitlement:	\$204.88	Processing Fees: \$0.00 Cases: 24
<input type="button" value="Submit Survey"/> <input type="button" value="Refresh"/> <input type="button" value="Cancel"/>		

**CLICK on**  
Refresh

**CLICK on**  
Submit Survey

## Processing Surveys

- Entitlement
- Allocations
- Refusals
- Orders
- Proc. Catalogs
- Shipping
- Surveys
  - Entry Form
- Sponsors
- Reports
- Help

A212 - SWEET POTATO BULK, PROC

Sponsor Requested		ADE Diverted
<input checked="" type="checkbox"/> Split Shipment Request		<input type="checkbox"/> Split Shipment Request
1. CONAGRA/LAMBWESTON	18	0
2. MCCAIN FOODS	20	0
3.	0	0

A213 - POTATO BULK PROCESSED DEHY

Sponsor Requested		ADE Diverted
<input type="checkbox"/> Split Shipment Request		<input type="checkbox"/> Split Shipment Request
1. JR SIMPLOT	10	0
2.		0
3.		0

A521 - CHICKENS CHILLED BULK (PROCESSING)

Sponsor Requested		ADE Diverted
<input type="checkbox"/> Split Shipment Request		<input type="checkbox"/> Split Shipment Request
1.	0	0
2.		0

Previous Program Home Programs Exit

Calculations		Comments
Type: Entitlement		Optional Comments:
Unit Weight:	40.00 Pounds	
Unit Value:	\$7.60	
Requested Diverted		
Units:	30 30	
Pounds:	1,200.00 1,200.00	
Value:	\$228.00 \$228.00	
Type: Entitlement		Optional Comments:
Unit Weight:	40.00 Pounds	
Unit Value:	\$2.56	
Requested Diverted		
Units:	10 10	
Pounds:	400.00 400.00	
Value:	\$25.60 \$25.60	
Type: Entitlement		Optional Comments:
Unit Weight:	40.00 Pounds	
Unit Value:	\$22.24	
Requested Diverted		

**Cheese Survey, Everything but Cheese Survey**

**KEY** the number of cases you are *requesting* for the school year

**CHOOSE** a 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> choice processor, or check the split shipment box and choose the processors you want to split between

NOTES:



B473 - PEANUT BUTTER SMOOTH		Value: \$10,926.00 \$10,926.00																	
Sponsor Requested		Type: Entitlement																	
There are no processors available for this commodity		Optional Comments:																	
ADE Diverted		Unit Weight: 30.00 Pounds																	
There are no processors available for this commodity		Unit Value: \$23.36																	
		Requested Diverted																	
		Units: 0 0																	
		Pounds: 0.00 0.00																	
		Value: \$0.00 \$0.00																	
B672 - VEG OIL BULK (PROCESSING)		Type: Entitlement																	
Sponsor Requested		Unit Weight: 60.00 Pounds																	
<input type="checkbox"/> Split Shipment Request		Unit Value: \$26.77																	
1. MRS. CLARK'S FOOD 10		Requested Diverted																	
2. PORTION PAC		Units: 10 10																	
3.		Pounds: 600.00 600.00																	
		Value: \$267.70 \$267.70																	
<table border="1"> <thead> <tr> <th colspan="4">Survey Totals</th> </tr> <tr> <th>A Commodities</th> <th>B Commodities</th> <th colspan="2">Cases</th> </tr> </thead> <tbody> <tr> <td>A Entitlement: \$11,179.60</td> <td>B Entitlement: \$267.70</td> <td>Entitlement: 250</td> <td></td> </tr> <tr> <td>A Bonus: \$0.00</td> <td>B Bonus: \$0.00</td> <td>Bonus: 0</td> <td></td> </tr> </tbody> </table>				Survey Totals				A Commodities	B Commodities	Cases		A Entitlement: \$11,179.60	B Entitlement: \$267.70	Entitlement: 250		A Bonus: \$0.00	B Bonus: \$0.00	Bonus: 0	
Survey Totals																			
A Commodities	B Commodities	Cases																	
A Entitlement: \$11,179.60	B Entitlement: \$267.70	Entitlement: 250																	
A Bonus: \$0.00	B Bonus: \$0.00	Bonus: 0																	
<div style="text-align: right;"> <input type="button" value="Back"/> <input type="button" value="Print"/> <input type="button" value="Submit Survey"/> </div>																			

**SCROLL** to the end of the page

**CLICK** on print if you would like to have a paper copy of your survey.

**CLICK** on Submit Survey

**Note:** You may view the survey after it has closed at anytime.

## Sponsor Contracts

Previous
Program Home
Programs
Exit

- Entitlement
- Allocations
- Refusals
- Orders
- Proc. Catalogs
- Shipping
- Surveys
- **Sponsors**
  - Contracts Inquiry
  - Email
- Reports
- Help

### Contract Maintenance

**Contract Information**

Program Year: 2009

Program: NSL

Status: All

**CLICK** on Sponsors

**CLICK** on Contracts Inquiry

**SELECT** Program Year

**SELECT** Program (NSL)

**CLICK** on Next

NOTES:

**CNP 2000** Arizona Department of Education  
Commodity Programs

Previous Program Home Programs Exit

## Contract Maintenance

Help

Contract Information

Program Year: 2009

Program: NSL

Status: All

< Back Next >

Contract Search Results		Valid		Status	Action
Sponsor	CTDS	CNP	FDP		
Training Customer 001	010201000		✓ YES	Active	<a href="#">View</a>

Another intro screen

**CLICK** on [View](#)

**CNP** Arizona Department of Education  
Commodity Programs

Previous Program Home Programs Exit

## Contract Maintenance

No SFSP Contract Available

Last Modified By:

Last Modified On:

Processing?: N

FDP ADP: 4836

Contract Status: Unapproved Approval Date:

< Back

Entitlement				
Type	Total	Used	Remaining	Bonus Used
A Entitlement	\$106,040.00	\$84,265.86	\$21,774.14	\$0.00
B Entitlement	\$45,445.00	\$45,443.44	\$1.56	\$0.00

Related Data

[Delivery Locations](#) [Commodity Contacts](#)

Delivery Location Alerts	Contact Alerts
<p>The Delivery Location "Training Site" has not yet been verified and saved.</p>	<p>The Food Service Direct Contact has not yet been verified and saved.</p> <p>The Commodity Program Contact has not yet been verified and saved.</p> <p>The Commodity Billing Contact has not yet been verified and saved.</p>

Here you can update your delivery locations and commodity contacts at anytime throughout the year. Although, this is required of you at the start of each school year for approval. The info. here replaces the DIA form.

Here is another screen to view entitlement. Also, ADP and status can be found here.

**CLICK** on [Delivery Locations](#)

NOTES:





- Entitlement
- Allocations
- Refusals
- Orders
- Proc. Catalogs
- Shipping
- Surveys
- Sponsors
  - Contracts Inquiry
  - Email
- Reports
- Help

## NSL Commodity Delivery Locations

Add Location

### Delivery Locations for Training Customer 025 - 030201000

Delivery Site	Contact	Status	Alert	Action
Training Site	Iam A. Contact	Active	Location needs to be updated.	<a href="#">View</a>

< Back

Another Intro Screen detailing the delivery locations.

**CLICK** on Add Location

- If there are not locations listed or you need to add to the current list

Otherwise...

**CLICK** on View

- Orders
- Proc. Catalogs
- Shipping
- Surveys
- Sponsors
  - Contracts Inquiry
  - Email
- Reports
- Help

Created By: Last Modified By: bdaugherly

Created On: 06/29/1999 Last Modified On: 06/29/2007

Site Name: Training Site

County: Coconino

Address:  
Line 1: Training Site St.  
Line 2:  
City: Anywhere State: AZ Zip: 85000

Site Contact:  
First Name: Iam M.I. A  
Last Name: Contact  
Phone: 602 111 1111 Ext. 456  
Fax: 602 111 1111  
Email: TrainingUser@domain.com

Delivery Information:  
Status: Active  
Delivery Type: Warehouse  
Delivery Days: Mon ☒ Tue ☐ Wed ☐ Thur ☐ Fri ☐ Sat ☐ Sun ☐  
Instructions:

**Note:** If you do not meet either of the following requirements, your site 'Delivery Type' is a Prep Site:

\* Warehouse - Must have a minimum of 100 cases per order and exchangeable pallets.

\* Will Call (Pick Up) - Requires 100 case minimum per order, exchangeable pallets, fork lift, and refrigerated truck.

Storage Capabilities: ☒ Dry Storage ☒ Refrigerated Storage ☒ Freezer Storage

< Back

Update Location

Here you will update all fields according to the upcoming years' information... remember, you must update this information before you are approved to participate in the Food Distribution Program.

**CLICK** on Update Location

NOTES:

**CNP 2000** Arizona Department of Education  
Commodity Programs

Previous Program Home Programs Exit

## NSL Contract Maintenance

Delivery Location successfully updated.

NSL Contract Information for Program Year 2009		No SLP Contract Available	
Sponsor: Training Customer 025 - 030201000			
Created By:	therzog	Last Modified By:	
Created On:	1/4/2008 10:51:19 AM	Last Modified On:	
Sponsor Type:	Public	Processing?:	N
Allocation Grouping:	Commodities		
FDP ADP:	4836		
Contract Status:	Unapproved	Approval Date:	

[< Back](#)

Entitlement				
Type	Total	Used	Remaining	Bonus Used
A Entitlement	\$106,040.00	\$84,265.86	\$21,774.14	\$0.00
B Entitlement	\$45,445.00	\$45,443.44	\$1.56	\$0.00

Related Data	
<a href="#">go! Delivery Locations</a>	<a href="#">go! Commodity Contacts</a>
Delivery Location Alerts	Contact Alerts
	<ul style="list-style-type: none"> <li>The Food Service Direct Contact has not yet been verified and saved.</li> <li>The Commodity Program Contact has not yet been verified and saved.</li> </ul>

Notice once you update either locations or contacts, the yellow alert boxes disappear ... this means the update was accepted.

**CLICK** on Commodity Contact

**CNP 2000** Arizona Department of Education  
Commodity Programs

Previous Program Home Programs Exit

## Commodity Contact Maintenance

Modify 2009 Contacts for Training Customer 025 - 030201000	
Food Service Director	
Created By:	ddaugherty
Created On:	6/29/2007 1:12:16 PM
<a href="#">Copy</a> CNPWeb School Food Authority: Not Found	
First Name:	Training M.I. A
Last Name:	User
Title:	Training User
Phone:	602 111 1111 Ext. 123
Fax:	602 111 1111
Email:	TrainingUser@domain.com
Line 1:	Training User St.
Line 2:	
City:	Anywhere State: AZ Zip: 85000 -
Commodity Program Contact	
Created By:	ddaugherty
Created On:	6/29/1999 4:15:00 PM
<a href="#">Copy</a> from Food Service Director Contact	

Complete all sections.

Section "Food Service Director" can be copied from the information in the NSLP application.

Scroll to the bottom...

NOTES:

- Email
● Reports
● Help

Fax: 602 111 1111  
Email: TrainingUser@domain.com  


---

Line 1: Training User St.  
Line 2:   
City: Anywhere State: AZ Zip: 85000 -   


---

**Commodity Billing Contact**  
Created By: Last Modified By: ddaugherty  
Created On: 6/29/1999 4:15:00 PM Last Modified On: 6/29/2007 1:12:16 PM  
Copy from Commodity Program Contact  
Contact:  
First Name: Training M.I. A  
Last Name: User  
Title: Training User  
Phone: 602 111 1111 Ext. 123  
Fax: 602 111 1111  
Email: TrainingUser@domain.com  


---

Line 1: Training User St.  
Line 2:   
City: Anywhere State: AZ Zip: 85000 -   


---

Submit  
< Back

CLICK on Submit

Sponsor Email

● Entitlement
● Allocations
● Refusals
● Orders
● Proc. Catalogs
● Shipping
● Surveys
● **Sponsors**
- Contracts Inquiry
- Email
● Reports
● Help

Previous
Program Home
Programs
Exit

Sponsor Email
Help

Training Customer 025

Sponsor Selector
Sponsor: Training Customer 025 Go
Program Year: 2009

**Sponsor Contacts**

Name	Phone #	Email Address	Contact Type	Title	Program	Status
<a href="#">Training User</a>	(602) 111-1111 ext. 123	TrainingUser@domain.com	Contract	Food Service Director	NSL	U
<a href="#">Training User</a>	(602) 111-1111 ext. 123	TrainingUser@domain.com	Contract	Commodity Billing Contact	NSL	U
<a href="#">Training User</a>	(602) 111-1111 ext. 123	TrainingUser@domain.com	Contract	Commodity Program Contact	NSL	U
<a href="#">Training User</a>	(602) 111-1111 ext. 123	TrainingUser@domain.com	Contract	Commodity Billing Contact	SFSP	U
<a href="#">Training User</a>	(602) 111-1111 ext. 123	TrainingUser@domain.com	Contract	Commodity Program Contact	SFSP	U
<a href="#">user train25</a>	(602) 555-1234	TrainingUser25@domain.com	Security	Logon User	All	A

List of Emails sent during Program Year 2009

Email Messages

CLICK on Sponsors  
CLICK on Email  
To see previous years...  
**SELECT** *Sponsor* (if you are associated with more than one)  
**SELECT** *School Year*  
CLICK on Go

NOTES:



- Allocations
- Refusals
- Orders
- Proc. Catalogs
- Shipping
- Surveys
- Sponsors
  - Contracts Inquiry
  - Email
- Reports
- Help

## Training Customer 025

**Sponsor Selector**

Sponsor: Training Customer 025

Program Year: 2009

**Sponsor Contacts**

Name	Phone #	Email Address	Contact Type	Title	Program	Status
<a href="#">Training User</a>	(602) 111-1111 ext. 123	TrainingUser@domain.com	Contract	Food Service Director	NSL	U
<a href="#">Training User</a>	(602) 111-1111 ext. 123	TrainingUser@domain.com	Contract	Commodity Billing Contact	NSL	U
<a href="#">Training User</a>	(602) 111-1111 ext. 123	TrainingUser@domain.com	Contract	Commodity Program Contact	NSL	U
<a href="#">Training User</a>	(602) 111-1111 ext. 123	TrainingUser@domain.com	Contract	Commodity Billing Contact	SFSP	U
<a href="#">Training User</a>	(602) 111-1111 ext. 123	TrainingUser@domain.com	Contract	Commodity Program Contact	SFSP	U
<a href="#">user_train25</a>	(602) 555-1234	TrainingUser25@domain.com	Security	Logon User	All	A

### List of Emails sent during Program Year 2009

**Email Messages**

Subject	Type	Number	Sent To	Acknowl.	Status	Date Sent	Prgm
<a href="#">Notice: "B" Commodity Survey 1072 Published</a>	Survey Published	1072	TrainingUser@domain.com		Sent	1/16/2008 8:47:12 AM	NSL
<a href="#">Notice: Processing Survey 1071 Published</a>	Survey Published	1071	TrainingUser@domain.com		Sent	1/16/2008 8:47:03 AM	NSL
<a href="#">Notice: Processing Survey 1070 Published</a>	Survey Published	1070	TrainingUser@domain.com		Sent	1/16/2008 8:46:56 AM	NSL

Message Subject

Message Type (ad hoc, system generated)

Specifies content of memo (survey #)

Who message was sent to

If message needs acknowledgement

Status of the message

Date message was sent

Program message was sent to (NSL, SFSP, All)

- Allocations
- Refusals
- Orders
- Proc. Catalogs
- Shipping
- Surveys
- Sponsors
  - Contracts Inquiry
  - Email
- Reports
- Help

## Training Customer 025

**Sponsor Selector**

Sponsor: Training Customer 025

Program Year: 2009

**Sponsor Contacts**

Name	Phone #	Email Address	Contact Type	Title	Program	Status
<a href="#">Training User</a>	(602) 111-1111 ext. 123	TrainingUser@domain.com	Contract	Food Service Director	NSL	U
<a href="#">Training User</a>	(602) 111-1111 ext. 123	TrainingUser@domain.com	Contract	Commodity Billing Contact	NSL	U
<a href="#">Training User</a>	(602) 111-1111 ext. 123	TrainingUser@domain.com	Contract	Commodity Program Contact	NSL	U
<a href="#">Training User</a>	(602) 111-1111 ext. 123	TrainingUser@domain.com	Contract	Commodity Billing Contact	SFSP	U
<a href="#">Training User</a>	(602) 111-1111 ext. 123	TrainingUser@domain.com	Contract	Commodity Program Contact	SFSP	U
<a href="#">user_train25</a>	(602) 555-1234	TrainingUser25@domain.com	Security	Logon User	All	A

### List of Emails sent during Program Year 2009

**Email Messages**

Subject	Type	Number	Sent To	Acknowl.	Status	Date Sent	Prgm
<a href="#">Notice: "B" Commodity Survey 1072 Published</a>	Survey Published	1072	TrainingUser@domain.com		Sent	1/16/2008 8:47:12 AM	NSL
<a href="#">Notice: Processing Survey 1071 Published</a>	Survey Published	1071	TrainingUser@domain.com		Sent	1/16/2008 8:47:03 AM	NSL
<a href="#">Notice: Processing Survey 1070 Published</a>	Survey Published	1070	TrainingUser@domain.com		Sent	1/16/2008 8:46:56 AM	NSL

**CLICK on Subject of Message (blue hyperlink)**

NOTES:

Arizona Department of Education  
Commodity Programs

Previous

Program Home

Programs

Exit

Email Details

Sponsor: Training Customer 025

Back

Acknowledge

Email Manager

Email

To: TrainingUser@domain.com

Date: 1/16/2008 8:47:12 AM

Priority: Normal

Subject: Notice: "B" Commodity Survey 1072 Published

Message Body: Survey Number 1072 was published on Jan 15 2008 for Fiscal Year 2009.

This is a NSL "B" Commodity Survey survey, and responses are due by Feb 11 2008.

Your organization is eligible to respond to the survey.

You may [Click Here](#) to go to the Arizona Department of Education Food Distribution application to respond to the survey.

**CONTACT INFORMATION:** You may contact the Arizona Department of Education Food Distribution Unit at:

- Website: <https://www.ade.az.gov/cnp2000>
- Telephone: (602) 542-8700
- Toll Free: (800) 352-4558
- Email: FDP@azed.gov

This email was sent to the address indicated because it is on file with the Arizona Department of Education Food Distribution Unit. If you no longer wish to receive email regarding this subject, please contact us.

This is the message details page

If the message requires acknowledgement...

**CLICK** on Acknowledge

The name of the person and date will be recorded once message has been acknowledged

Reports

Previous

Program Home

Programs

Exit

Reports

Help

Select from the list of available reports below and click on the link to view the report.

Billing

Processing

Shipping

- [DOD Order Invoices](#)
- [Processing Diversion Confirmation](#)
- [Sponsor Detailed Shipping History](#)
- [Sponsor Shipping Summary](#)

**CLICK** on Reports

**CLICK** on Print Reports

If you process, **CLICK** on Processing Diversion Confirmation

If you do not process, proceed to page 38

NOTES:

# Processing Confirmations

- Entitlement
- Allocations
- Refusals
- Orders
- Proc. Catalogs
- Shipping
- Surveys
- Sponsors
- Reports
- Print Reports
- Help

## Processing Diversion Confirmation Report

SPONSORS: You will need to contact the broker for each processor to determine your end products.

Select the Sponsor and Program year. Selecting a program year refreshes the Survey list.  
Select the Survey to get the list of Commodities. Select a Commodity and click the Submit button.

Report Criteria	
Sponsor:	Training Customer 001
Program Year:	2009
Survey:	( Select One )
Processor:	
Commodity:	

< Back

**SELECT** the Program Year you want to report on

**SELECT** the Survey

You may narrow the report down even more by choosing a processor and commodity code

- Surveys
- Sponsors
- Reports
- Print Reports
- Help

Report Criteria	
Sponsor:	Training Customer 025
Program Year:	2009
Survey:	1078 - Processing Survey
Processor:	All
Commodity:	All

< Back Submit Print

The report indicates...

Commodity sent

Description

Weight of one case

Processor your commodity was sent to

Total cases sent

Total pounds sent

## Processing Diversion Confirmation Report

Program Year: 2009  
Survey: 1078  
Processor: All  
Commodity Code: All

Commodity			Diverted		
Code	Description	Weight	Processor	Cases	Pounds
Training Customer 025			CTDS: 030201000	Contact: Training User	Phone: (602) 111-1111
A212	SWEET POTATO BULK	40.00	MCCAIN FOODS	100	4,000.00
A212	SWEET POTATO BULK	40.00	CONAGRA/LAMBWESTON	100	4,000.00
A213	POTATO DEHY BULK	40.00	JR SIMPLOT	45	1,800.00
A521	CHIX CHILL	40.00	PILGRIMS PRIDE	75	3,000.00
Totals:				320	12,800.00

NOTES:



# Shipping Reports

- Entitlement
- Allocations
- Refusals
- Orders
- Proc. Catalogs
- Shipping
- Surveys
- Sponsors
- Reports
- Print Reports

## Sponsor Detailed Shipping History Report

Select the report criteria and click the "Submit" button.

Report Criteria	
Sponsor:	Training Customer 001
Program Year:	2009
Start Month:	July 2008
Through End Month:	June 2009
Program:	All Programs

< Back Submit

Each month sponsors are required to submit a monthly verification. You will need this report, and the US Food Service Invoices for that particular month. You must check one of the boxes on the verification based on the comparison of the above listed items. You can find the link to the verifications under memos on the intro page of CNP2000.

**SELECT** a Program Year

**SELECT** a Start Month

**SELECT** an End Month (if you are verifying one month, set the end month the same as the start month)

**SELECT** NSL or SFSP

**CLICK** on Submit

- Surveys
- Sponsors
- Reports
- Print Reports
- Help

Sponsor:	Training Customer 001
Program Year:	2008
Start Month:	August 2007
Through End Month:	August 2007
Program:	All Programs

< Back Submit Print

### Sponsor Detailed Shipping from 8/1/2007 to 8/31/2007

Commodities Shipped to Recipient Agency Program: All

Sponsor: Training Customer 001 CTDS: 046201000

Commodity Code	Commodity Description	Shipped Date	Units	Commodity Value	Extended value
August 2007					
A363	CHERRIES RED 10	8/22/2007	1	\$21.18	\$21.18
A408	PEACHES CLING SLC	8/22/2007	1	\$23.21	\$23.21
A449	APRICOT CUPS FRZ	8/22/2007	2	\$24.42	\$48.84
A526	CHIX BRD 7 PC	8/22/2007	5	\$44.50	\$222.50
A537	TURKEY ROASTS	8/22/2007	3	\$69.17	\$207.51
A626	PATTIES ALL BEEF 40	8/22/2007	1	\$67.00	\$67.00
A Entitlement:			13		\$590.24
B031	CHEDDAR SHRED Y 6/5	8/22/2007	8	\$43.57	\$348.56
B032	CHEDDAR SHRED W 6/5	8/22/2007	8	\$43.57	\$348.56
B Entitlement:			16		\$697.12
Total for August 2007:			29		\$1,287.36
Total for Sponsor:		Units:	29	Value:	\$1,287.36

The report indicates...

The month you are verifying

Commodity Code shipped

Description

Date Shipped

How many units shipped

Value of the units

NOTES:



- Entitlement
- Allocations
- Refusals
- Orders
- Proc. Catalogs
- Shipping
- Surveys
- Sponsors
- Reports
- Print Reports
- Help

## Sponsor Shipping Summary Report

Select the report criteria and click the "Submit" button.

Report Criteria			
Sponsor:	Training Customer 025		
Program Year:	2009		
Start Month:	July 2008	Through End Month:	June 2009
Program:	All Programs		

< Back Submit

**SELECT** a  
*Program Year*

**SELECT** a  
*Start Month*

**SELECT** an  
*End Month* (if  
you are  
verifying one  
month, set the  
end month the  
same as the  
start month)

**SELECT** *NSL*  
or *SFSP*

**CLICK** on  
Submit



- Entitlement
- Allocations
- Refusals
- Orders
- Proc. Catalogs
- Shipping
- Surveys
- Sponsors
- Reports
- Print Reports
- Help

## Sponsor Shipping Summary Report

Select the report criteria and click the "Submit" button.

Report Criteria			
Sponsor:	Training Customer 025		
Program Year:	2008		
Start Month:	August 2007	Through End Month:	August 2007
Program:	All Programs		

< Back Submit Print

### Sponsor Detailed Shipping from 8/1/2007 to 8/31/2007

Program: All

		A Commodities		B Commodities		Total A + B Commodities		End Products		Total Commodities	
CTDS	Sponsor	Units	Value	Units	Value	Units	Value	Units	Value	Units	Value
030201000	Training Customer 025	43	\$92.13	56	\$50.82	99	\$142.95	0	\$0.00	99	\$142.95
Grand Total:		43	\$92.13	56	\$50.82	99	\$142.95	0	\$0.00	99	\$142.95

This report is  
similar to the  
Detailed  
Shipping report  
BUT it just  
shows a break  
down of...

A and B  
Commodities,  
and End  
Products

Number of  
units shipped

Value of units

Total number  
of units and  
Total Value

NOTES:



Help Pages

Previous

Program Home

Programs

Exit

Entitlement

Allocations

Refusals

Orders

Proc. Catalogs

Shipping

Surveys

Sponsors

Reports

Help

Commodity Program

Memos

Please check the following links frequently for new announcements and important program information:

Food Distribution Program Memos for School Year 2007-2008

Health and Nutrition Services Memos for other programs and years

Announcements

Sponsor Contact Information and Delivery Site Information can now be entered directly into CNP2000. Just click on the Sponsor link on the left menu, go to Contracts Inquiry, select the year and program, then click next. Click on the View button (to the right of your information), which will display your contract for the year and at the bottom, gives you links to access and update your Delivery Sites and Commodity Contacts.

This replaces the Delivery Information Application normally faxed as part of the application process. If you have any questions, please contact a member of the Food Distribution team or email us at FDP@azed.gov

Delivery Fees

The following new delivery prices will be effective beginning August 1, 2007:

Prep Site:	\$3.37 per case	(10 case minimum – ADP of 250 or less)
		(20 case minimum – ADP of 251 or more)
Warehouse:	\$3.22 per case	(100 case minimum, exchangeable pallets & Forklift required)
Pick Up:	\$2.24 per case	(100 case minimum, exchangeable pallets & refrigerated truck required)
		* These new fees include only the increased Administrative Fee of 25¢.

The following new delivery prices will be effective beginning September 10, 2007:

Prep Site:	\$3.43 per case	(10 case minimum – ADP of 250 or less)
		(20 case minimum – ADP of 251 or more)

CLICK on Help

Arizona Department of Education

Food Distribution Program Help

Close

Menu

The following help topics are available.

Click on a menu item to expand it and to view the individual topics.

Entitlement

Allocations

Refusals

Orders

Processor Catalogs

Shipping

Surveys

Sponsors

Reports

Other Useful Links:

Main ADE Food Distribution Website

Send Email to ADE FDP

Get ADOBE® READER®

Welcome to the CNP2000 / Food Distribution help system.

Please click on a help item in the menu on the left side of this page to read the help information for that topic.

You may contact the Arizona Department of Education Food Distribution Program staff at:

The Food Distribution Program

Arizona Department of Education

1535 W. Jefferson, Bin #7

Phoenix, AZ 85007

Telephone: (602) 542-8700

Telephone (Toll Free): (800) 352-4558

Fax: (602) 542-6978

Email: FDP@azed.gov

CLICK on the menu item of choice

The menu items expand allowing additional help options

You may also download Adobe Reader to view PDF files, email the FD staff, or visit the main FD webpage by clicking on the links listed at the bottom of the menu items

NOTES:

# Food Distribution Contact Information

## **Mailing Address:**

### **Arizona Dept. of Education Food Distribution Program**

1535 W. Jefferson Street, Bin 7  
Phoenix, Arizona 85007

## **Physical Address:**

### **Arizona Dept. of Education Food Distribution Program**

2005 N. Central Avenue, 3<sup>rd</sup> Floor  
Phoenix, Arizona 85004

#### **Tina Herzog**

Food Distribution Program Director  
602.542.8781

[Tina.Herzog@azed.gov](mailto:Tina.Herzog@azed.gov)

#### **Leona Benally**

Program Specialist  
602.364.1965

[Leona.Benally@azed.gov](mailto:Leona.Benally@azed.gov)

#### **Dawn Irvine**

Program Specialist  
602.364.0714

[Dawn.Irvine@azed.gov](mailto:Dawn.Irvine@azed.gov)

#### **Linda Souza-Thompson**

Program Project Specialist  
602.542.8721

[Linda.Souza-Thompson@azed.gov](mailto:Linda.Souza-Thompson@azed.gov)

#### **Danielle Daugherty**

Administrative Assistant  
602.542.8729

[Danielle.Daugherty@azed.gov](mailto:Danielle.Daugherty@azed.gov)

**FAX 602-542-6978 or 602-542-1531**



Assistance with Private Storage, Monthly Shipment Verification, Invoice Retrieval,  
Order Entry, Accounts Receivable, Delivery Days and Issues:

#### **Pamela Bowers**

Phone: 602.352.3439

[Pamela.Bowers@USFOOD.COM](mailto:Pamela.Bowers@USFOOD.COM)

#### **Rose Garcia**

Phone: 602.352.3441

[Rose.Garcia@USFOOD.COM](mailto:Rose.Garcia@USFOOD.COM)

**Fax:** 602.352.3444

**Toll Free:** 800.451.6638